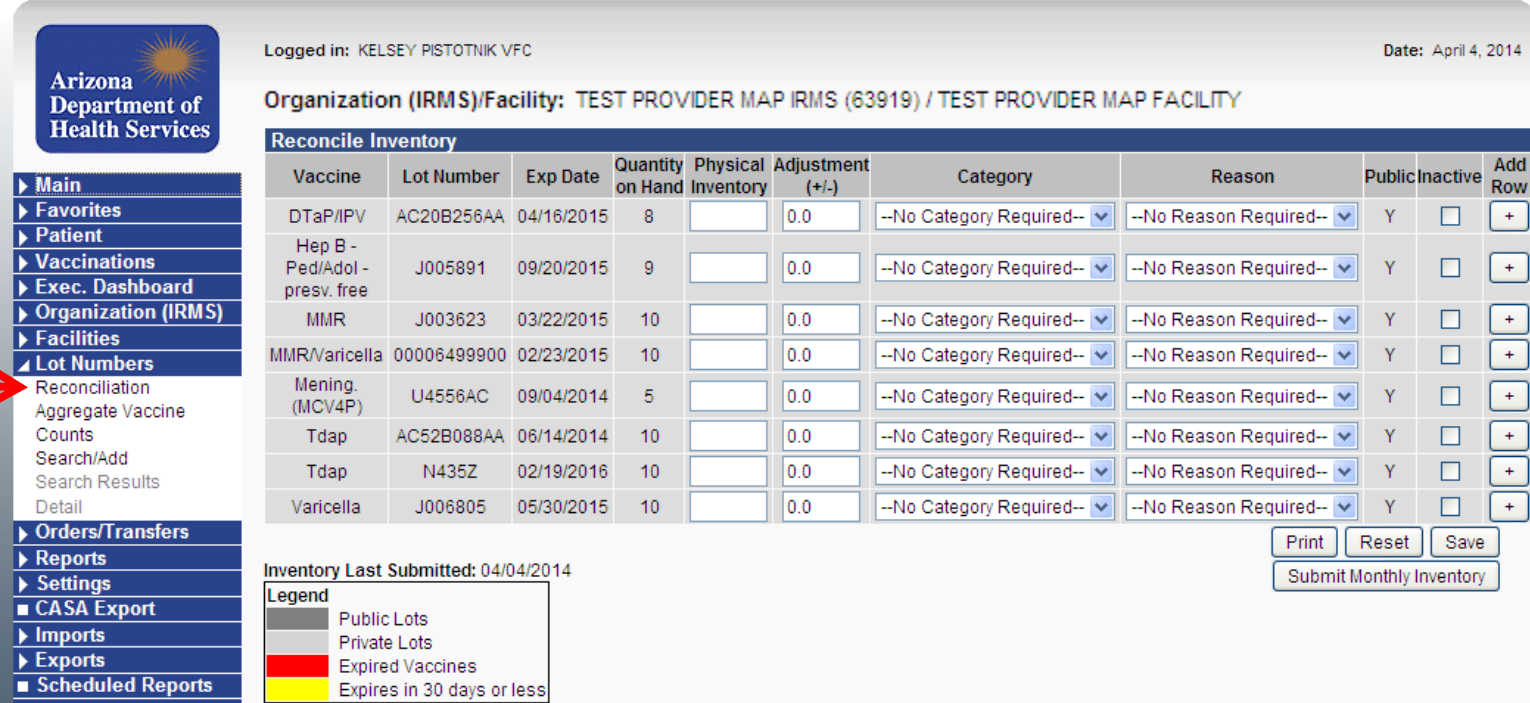# Vaccine Ordering Management System (VOMS)User Guide

April 7, 2014

Inventory Reconciliation

- Inventory Reconciliation is the process of adjusting the ASIIS vaccine inventory to match the physical vaccine inventory in the storage unit. It is used to report doses that did not automatically decrement from the inventory.

- Consider reconciling your inventory daily or weekly. The system is set to prompt you to reconcile every 14 days

- All providers <u>must </u>reconcile their inventory before placing a VFC vaccine order

Under **Lot Numbers** in the navigation bar, click **Reconciliation**. If you need to reconcile your inventory you will see a similar screen like the one below.

If your **physical inventory** does not match your **quantity on hand**, you must select the most appropriate reason why they do not match. Select a category and then select a reason. If there are multiple reasons you must click the + symbol in the same row as the vaccine to add a row and choose an additional reason for change.

Vaccine	Lot Number	Exp Date	Quantity on Hand	Physical Inventory	Adjustment (+/-)	Category	Reason	Public	Inactive	Add Row
DTaP/Hep B/IPV	92J92	02/28/2013	2	0	-2.0	Expired	Expired	Y	☑	+
DTaP/IPV	AC20B256AA	04/16/2015	8		0.0	--No Category Required--	--No Reason Required--	Y	☐	+
Hep B - Ped/Adol - presv. free	J005891	09/20/2015	9	8	-1.0	Wasted	Drawn up, not used	Y		
Hep B - Ped/Adol - presv. free	J005891	09/20/2015	8	7	-1.0	Administered	Administered but not linked to a vaccine	Y	☐	+
MMR	J003623	03/22/2015	10		0.0	--No Category Required--	--No Reason Required--	Y	☐	+
MMR/Varicella	00006499900	02/23/2015	10		0.0	--No Category Required--	--No Reason Required--	Y	☐	+
Mening. (MCV4P)	U4556AC	09/04/2014	5		0.0	--No Category Required--	--No Reason Required--	Y	☐	+
Tdap	AC52B088AA	06/14/2014	10		0.0	--No Category Required--	--No Reason Required--	Y	☐	+
Tdap	N435Z	02/19/2016	10		0.0	--No Category Required--	--No Reason Required--	Y	☐	+
Varicella	J006805	05/30/2015	10		0.0	--No Category Required--	--No Reason Required--	Y	☐	+

Print   Reset   Save

Submit Monthly Inventory

Inventory Last Submitted: 04/04/2014

Legend
⬛	Public Lots
⬜	Private Lots
🟥	Expired Vaccines
🟨	Expires in 30 days or less

Once you have filled in all of the fields under the physical inventory column, click the **Submit Monthly Inventory** button at the bottom of the page. You must enter a value for **ALL** vaccines listed under physical inventory otherwise, you will get an error message.
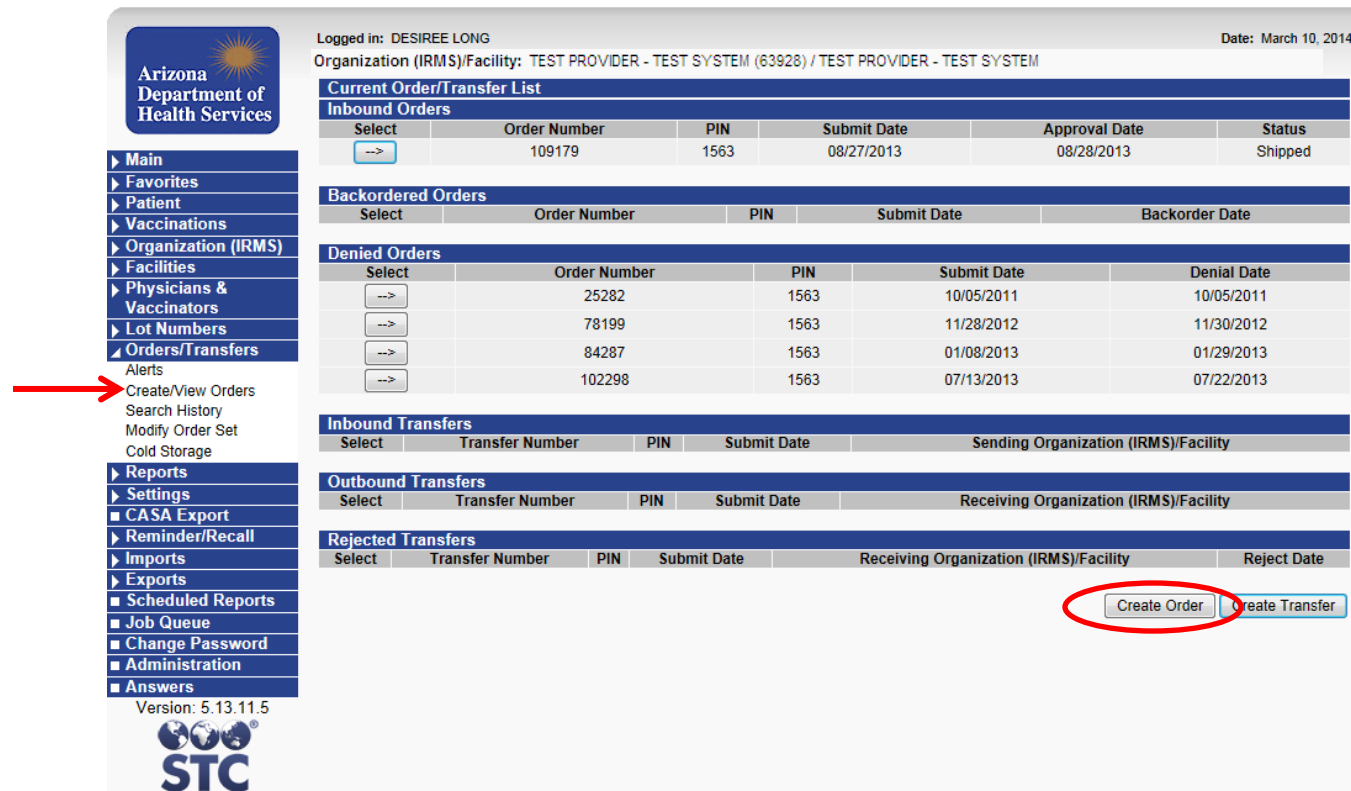
Ordering Vaccines

- Designated users have the permission to order VFC vaccines needed at their facility as well as transfer vaccines to other locations

Before placing your order:

- Perform inventory reconciliation

- Send in your temperature logs to the VFC Vaccine Center

    - Temp logs must be current up to the day before you send them to VFC Vaccine Center

- Make sure it has been a month since your last VFC vaccine order

- Plan ahead - Know which vaccines you need to order

Click **Create/View Orders** under the Orders/Transfers tab. If you have completed your inventory reconciliation you will see the screen below. If not you will be redirected to the reconciliation screen. To begin placing your order, click on the **Create Order** button**.**

Verify the information in the create order box, then select an **order set** (flu or non-flu). The Doses Used Last Month will be automatically populated based upon the vaccinations that have been recorded (with the lot numbers) in ASIIS by your practice over the last 30 days. The Recommended Quantity is a suggested amount based on the number of vaccines used the previous 30 days. For each vaccine on the page, enter the **Order Quantity**. You must order in increments that are divisible by the dosage. (ex. Hep A 2 dose comes in 6pk 1 dose syringes, you can order 6 or 30 or 66)

Once you completely filled out the order screen, scroll to the bottom and click **Submit Order.**

Tdap	BOOSTRIX 10PK 1 DOSE SYRINGES 58160-0842-52	0	0	20		☐	--select-- ▼	
Tdap	BOOSTRIX 10PK 1 DOSE VIALS 58160-0842-11	4	0	20		☐	--select-- ▼	
MMR/Varicella	PROQUAD 10PK 1 DOSE VIALS 00006-4999-00	8	16	10		☐	--select-- ▼	
Varicella	VARIVAX 10PK 1 DOSE VIALS 00006-4827-00	6	42	0		☐	--select-- ▼	
						Cancel	Save Order	Submit Order

The order will then be sent to the state and be listed as **Pending State Approval** under the status column on the Create/View Orders screen. Pay close attention to the status column and make sure you click on the arrow next to your order regularly to see any comments that may have been added from VFC staff.

Current Order/Transfer List					
Inbound Orders					
Select	Order Number	PIN	Submit Date	Approval Date	Status
-->	102515	0059	07/10/2013		Approved
-->	111408	0059	09/10/2013		Approved
-->	131039	0059	02/13/2014	02/14/2014	Approved
-->	131041	0059	02/13/2014		Pending State Approval

| **Backordered Orders**			
Select	Order Number	PIN	Submit Date	Backorder Date

Common Reasons for Denied Orders

- Ordering too frequently

- Not faxing temperature logs to the VFC Vaccine Center before placing your order

- Inventory not reported for all VFC Vaccine received

- Temperature excursions on temperature logs

    - This impacts more than your vaccine order, a Vaccine Center staff member will be contacting you for additional information

Entering VFC Vaccine Shipments into ASIIS

Once you have received your vaccine shipment and put the vaccine in the refrigerator and/or freezer, the shipped vaccine must be entered into your ASIIS inventory immediately. Click the arrow next to the order number to enter the shipped vaccines directly into your ASIIS inventory.

Note: Please do not enter the VFC vaccine manually into ASIIS.

Enter the **Receipt Quantity** (amount received) and the **Rejected Quantity** (the amount rejected by your practice, if any). If you reject any vaccines you **must** select a reason for rejecting the vaccine. The **Manufacturer**, **Lot #**, and **Expiration Date** will automatically be populated. Click the **Receive** button when completed.

If all vaccines have been successfully entered into your ASIIS inventory, the **Inbound Orders** queue will be empty as shown below.

Current Order/Transfer List					
Inbound Orders					
Select	Order Number	PIN	Submit Date	Approval Date	Status
Backordered Orders					
Select	Order Number	PIN	Submit Date	Backorder Date	
Denied Orders					
Select	Order Number	PIN	Submit Date	Denial Date	
Inbound Transfers					
Select	Transfer Number	PIN	Submit Date	Sending IRMS/Facility	
Outbound Transfers					
Select	Transfer Number	PIN	Submit Date	Receiving IRMS/Facility	
Rejected Transfers					
Select	Transfer Number	PIN	Submit Date	Receiving IRMS/Facility	Reject Date

Create Order   Create Transfer

Frozen vaccines are shipped separately from refrigerated VFC vaccines. If your order contains frozen vaccine, you will not receive it with the refrigerated vaccine shipment. The frozen vaccine must be rejected when you receive the refrigerated vaccine shipment. In the example below we have entered the **Receipt Quantity** as "0" and the **Rejected Quantity** as "10" (equal to the order amount) because the shipment did not contain the Varicella vaccine. From the drop down under **Reason for Rejecting** select **Shipment is incomplete.**
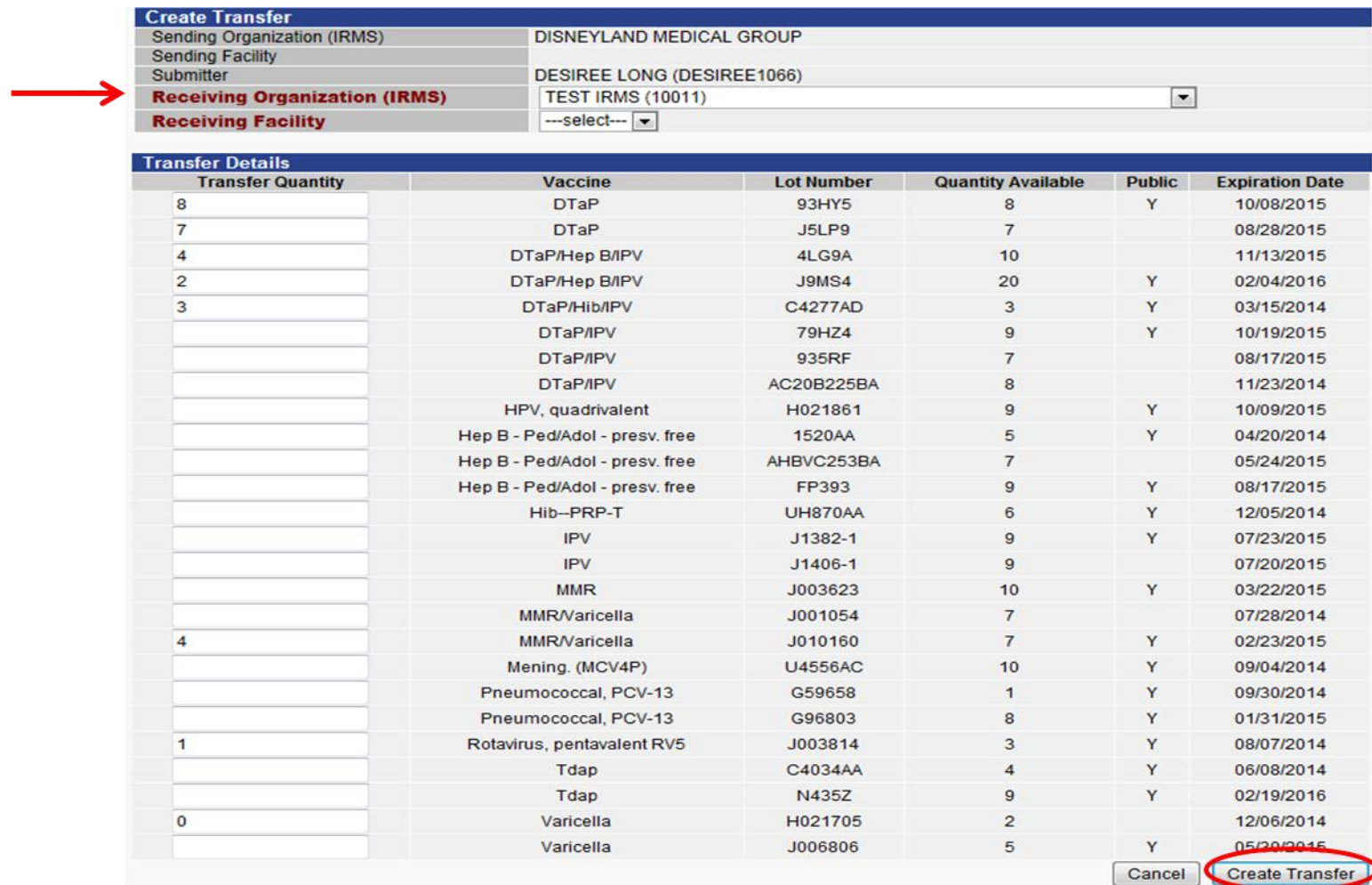
Vaccine Transfers

To create a vaccine transfer request, select Create Transfer from the Current Order/Transfer List. Note: The vaccine(s) you would like to transfer must be available in your 'Reconcile Inventory' menu.

Next, select the provider site that will be receiving the vaccine transfer from the **Receiving IRMS** drop down. Enter the number of doses for each vaccine you will transfer. After entering the transfer quantity, click **Create Transfer**.

Frozen vaccines cannot be transferred without approval from the Vaccine Center.

Create Transfer

Sending Organization (IRMS)	DISNEYLAND MEDICAL GROUP
Sending Facility	
Submitter	DESIREE LONG (DESIREE1066)
Receiving Organization (IRMS)	TEST IRMS (10011)
Receiving Facility	---select---

Transfer Details

Transfer Quantity	Vaccine	Lot Number	Quantity Available	Public	Expiration Date
8	DTaP	93HY5	8	Y	10/08/2015
7	DTaP	J5LP9	7		08/28/2015
4	DTaP/Hep B/IPV	4LG9A	10		11/13/2015
2	DTaP/Hep B/IPV	J9MS4	20	Y	02/04/2016
3	DTaP/Hib/IPV	C4277AD	3	Y	03/15/2014
	DTaP/IPV	79HZ4	9	Y	10/19/2015
	DTaP/IPV	935RF	7		08/17/2015
	DTaP/IPV	AC20B225BA	8		11/23/2014
	HPV, quadrivalent	H021861	9	Y	10/09/2015
	Hep B - Ped/Adol - presv. free	1520AA	5	Y	04/20/2014
	Hep B - Ped/Adol - presv. free	AHBVC253BA	7		05/24/2015
	Hep B - Ped/Adol - presv. free	FP393	9	Y	08/17/2015
	Hib--PRP-T	UH870AA	6	Y	12/05/2014
	IPV	J1382-1	9	Y	07/23/2015
	IPV	J1406-1	9		07/20/2015
	MMR	J003623	10	Y	03/22/2015
	MMR/Varicella	J001054	7		07/28/2014
4	MMR/Varicella	J010160	7	Y	02/23/2015
	Mening. (MCV4P)	U4556AC	10	Y	09/04/2014
	Pneumococcal, PCV-13	G59658	1	Y	09/30/2014
	Pneumococcal, PCV-13	G96803	8	Y	01/31/2015
1	Rotavirus, pentavalent RV5	J003814	3	Y	08/07/2014
	Tdap	C4034AA	4	Y	06/08/2014
	Tdap	N435Z	9	Y	02/19/2016
0	Varicella	H021705	2		12/06/2014
	Varicella	J006806	5	Y	05/20/2015

Cancel   Create Transfer

The transfer request can now be viewed in the Current Order/Transfer List in the **Outbound Transfers** queue. Vaccines cannot be physically transferred until the outbound transfer request has been approved by the Vaccine Center. You will be responsible for the vaccines until the transfer request has been approved.

Current Order/Transfer List

Inbound Orders

Select	Order Number	PIN	Submit Date	Approval Date	Status

Backordered Orders

Select	Order Number	PIN	Submit Date	Backorder Date

Denied Orders

Select	Order Number	PIN	Submit Date	Denial Date
-->	104541	000001	07/26/2013	07/29/2013

Inbound Transfers

Select	Transfer Number	PIN	Submit Date	Sending Organization (IRMS)/Facility

Outbound Transfers

Select	Transfer Number	PIN	Submit Date	Receiving Organization (IRMS)/Facility
-->	20561	TEST	04/03/2014	TEST IRMS

Rejected Transfers

Select	Transfer Number	PIN	Submit Date	Receiving Organization (IRMS)/Facility	Reject Date

Create Order   Create Transfer

Receiving a Vaccine Transfer

To accept an approved transfer, select **Create/ View Orders** from the **Orders/Transfers** tab in the navigation bar. The approved transfer will appear in the **Inbound Transfers** queue. To enter the transfer into your inventory within ASIIS, click the arrow next to the transfer number as shown below.

Enter the **receipt quantity** and the **rejected quantity** and click **Receive** to complete the vaccine transfer. **Note:** The sending provider is responsible for the vaccines until this step has been completed.

Once you have received the transfer, you will be automatically directed back to the Current Order/Transfer List. The inbound transfer has now been cleared under the **Inbound Transfer** queue. The transferred vaccine is now in the receiving provider's ASIIS inventory and subtracted out of the senders' ASIIS inventory.

Denied Orders				
Select	Order Number	PIN	Submit Date	Denial Date
-->	102421	TEST	07/15/2013	07/18/2013
-->	102983	TEST	07/17/2013	07/17/2013

Inbound Transfers				
Select	Transfer Number	PIN	Submit Date	Sending Organization (IRMS)/Facility

Outbound Transfers				
Select	Transfer Number	PIN	Submit Date	Receiving Organization (IRMS)/Facility

Rejected Transfers					
Select	Transfer Number	PIN	Submit Date	Receiving Organization (IRMS)/Facility	Reject Date

Create Order   Create Transfer